

SECRET

SUPPORT SERVICES COURSE NO. 2

SIXTH WEEK (1A-13 Headquarters)

25X1A

Monday, 29 November 1965

25X1A

0830-0930



0930-1010

Reading: "Collection at Small Posts"

1020-1130

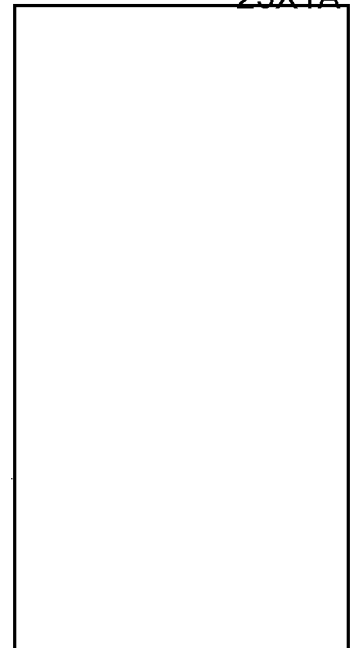
Discussion - Official Cover Problems  
(based on the above reading)

1230-1430

Registry Problem and Critique

1445-1700

Fitness Report Problem and Critique



*Completed 7/14*  
*Wm*  
*12*

SECRET

25X1C


Approved For Release 2003/04/17 : CIA-RDP78-04092A000300130003-8

Approved For Release 2003/04/17 : CIA-RDP78-04092A000300130003-8


Wednesday, 1 December 1965

25X1A

0830-1000 Employee Benefits. Medical and FECA Benefits. Specific benefits and services available to CIA personnel, e.g. insurance program, credit union, etc.

1010-1110 Proprietaries. Discuss the use of proprietaries in the Agency. Problems of setting up and administering. The role of DO/ 

1120-1200  Case

1300-1450  Case and Critique, film

1500-1550  Case and Critique

1600-1700 Death Problem and Critique

25X1C

Thursday, 2 December 1965

25X1A

0830-0930

25X1A 0940-1040

1050-1150

CIA and CS Retirement Programs.  
Description of Civil Service Retirement  
plan and schedules. Discuss the CIA  
retirement program and its affect on  
staffing of the Agency in the fore-  
seeable future.

1300-1400

The Chief of Station and his  
Support Officer.

1410-1700

Retirement Exercise


Friday, 3 December 1965

0830-1000 Study - Contract Reading

1000-1200 Contractual Principles

1300-1700 Contract Personnel Exercises and  
Critique

25X1A



~~SECRET~~

CONFIDENTIAL

SUPPORT SERVICES COURSE NO. 2

SEVENTH WEEK (1A-13 Headquarters )

25X1A

25X1A

Monday, 6 December 1965

0830-1130 Allowances and Differentials: Briefing,  
Exercise and Critique

25X1A

1230-1540  Case

1550-1650 Office of Communications and Support  
Problems

Tuesday, 7 December 1965

25X1

0830-1700 Group A - Combination Locks and  
Safekeeping Equipment

0830-1700 Group B - Tour of Communications Facilities  
and Commo Briefing  
Tour of Records Center

1800-2200 Reception for Support Officers

Wednesday, 8 December 1965

25X1

0830-1700 Group B - Combination Locks and  
Safekeeping Equipment

0830-1700 Group A - Tour of Communications Facilities  
and Commo Briefing  
Tour of Records Center

~~SECRET~~

CONFIDENTIAL

~~SECRET~~

CONFIDENTIAL

Thursday, 9 December 1965 (1A-13)

25X1A

25X1A

0830-0930



Case and Critique

0940-1100

Tour of Signal Center

1110-1200

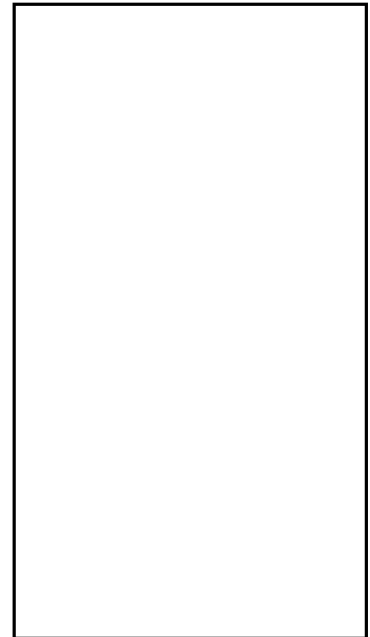
Safe Areas, Vaults and Overseas  
Physical Security

1300-1400

Civil Disturbances

1410-1700

Vault and Safe Area Problem and  
Critique



Friday, 10 December 1965 (1A-13)

25X1A


0830-1200

Field Trip -  Warehouse

Office of Logistics

1300-1500

Personnel Security Cases

  
Office of Security

1510-1700

Introduction to Station Problem



25X1A

25X1A

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2003/04/17 : CIA-RDP78-04092A000300130003-8

~~SECRET~~

SUPPORT SERVICES COURSE NO. 2

EIGHTH WEEK (1A-13 Headquarters)

Monday, 13 December 1965

0830-1200	Station Planning Problem	OTR and CA Staff Reps
1300-1700	Station Problem	Staff

Tuesday, 14 December 1965

0830-1600	Station Problem	Staff	
1610-1700	Critique	<div></div> Office of Training	25X1A

Wednesday, 15 December 1965

0830-1600	Station Problem	Staff	25X1A
1610-1700	Critique	<div></div> Deputy Chief of Support FE Division	

Thursday, 16 December 1965

0830-1600	Station Problem	Staff	25X1A
1610-1700	Critique	<div></div> Deputy Chief of Support WE Division	

Friday, 17 December 1965

0830-1200	Station Problem	Staff	25X1A
1300-1400	Concluding Remarks	<div></div> Deputy Director for Support	25X1A
1400-1700	Course Critique and Final Administration	<div></div>	

~~SECRET~~

~~CONFIDENTIAL~~